



# **PeopleSoft Manual**

## **Thrift Savings Plan**

**August 2010**

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**NOTE:** The Department has mandated that Employee Self Service be used by employees to make elections to the Thrift Savings Plan after the initial EOD elections are made by the Servicing Human Resources Office.

# Resources

Topic	Source	Web Address
General TSP Information	TSP Web Site	<a href="http://www.tsp.gov">www.tsp.gov</a>
Consolidation of Forms TSP-3, Designation of Beneficiary (Civilian), and TSP-U-3, Designation of Beneficiary (Uniformed Services)	TSP Bulletin 10-9	<a href="https://www.tsp.gov/PDF/bulletins/10-9.pdf">https://www.tsp.gov/PDF/bulletins/10-9.pdf</a>
Revision of Form TSP-19, Transfer of Information Between Agencies	TSP Bulletin 10-8	<a href="https://www.tsp.gov/PDF/bulletins/10-8.pdf">https://www.tsp.gov/PDF/bulletins/10-8.pdf</a>
Participation in the TSP (Contains new TSP-1 Election and TSP-25 Refund Forms)	TSP Bulletin 10-7	<a href="https://www.tsp.gov/PDF/bulletins/10-7.pdf">https://www.tsp.gov/PDF/bulletins/10-7.pdf</a>
Implementation of Automatic Enrollment in the Thrift Savings Plan	TSP Bulletin 10-3	<a href="https://www.tsp.gov/PDF/bulletins/10-3.pdf">https://www.tsp.gov/PDF/bulletins/10-3.pdf</a>
Implementation of Immediate Agency Contributions for Participants Covered by the FERS and Equivalent Federal Retirement Plans	TSP Bulletin 09-08	<a href="https://www.tsp.gov/PDF/bulletins/09-8.pdf">https://www.tsp.gov/PDF/bulletins/09-8.pdf</a>
Full Listing of All TSP Bulletins	ALL Bulletins	<a href="https://www.tsp.gov/representative/bulletins/bulletins.shtml">https://www.tsp.gov/representative/bulletins/bulletins.shtml</a>
Elective Deferral and Catch-Up Contribution Limits 1987-2009	TSP History	<a href="https://www.tsp.gov/PDF/bulletins/oc08-13.pdf">https://www.tsp.gov/PDF/bulletins/oc08-13.pdf</a>

## **Resources (cont.)**

<b>Topic</b>	<b>Source</b>	<b>Web Address</b>
TSP Contribution Percentage Limits for 1987-2008	TSP History	<a href="https://www.tsp.gov/PDF/bulletins/oc07-10.pdf">https://www.tsp.gov/PDF/bulletins/oc07-10.pdf</a>
Eligibility Dates for TSP Employee and Agency Contributions	TSP History	<a href="https://www.tsp.gov/PDF/bulletins/oc07-16.pdf">https://www.tsp.gov/PDF/bulletins/oc07-16.pdf</a>
TSP Open Seasons, Eligibility to Elect to Contribute	TSP History	<a href="https://www.tsp.gov/PDF/bulletins/oc07-13.pdf">https://www.tsp.gov/PDF/bulletins/oc07-13.pdf</a>
Military Service	TSP Bulletin 02-7	<a href="https://www.tsp.gov/PDF/bulletins/02-7.pdf">https://www.tsp.gov/PDF/bulletins/02-7.pdf</a>
Nonpay Status	TSP Bulletins 02-6 and 03-18	<a href="https://www.tsp.gov/PDF/bulletins/03-18.pdf">https://www.tsp.gov/PDF/bulletins/03-18.pdf</a>
Revised TSP-1 Form (07/2005)	TSP Bulletin 05-7	<a href="https://www.tsp.gov/PDF/bulletins/05-7.pdf">https://www.tsp.gov/PDF/bulletins/05-7.pdf</a>
TSP-19 REVISION Transfer Information	TSP Bulletin 05-5	<a href="https://www.tsp.gov/PDF/bulletins/05-5.pdf">https://www.tsp.gov/PDF/bulletins/05-5.pdf</a>
Vesting & SCD Dates	TSP Bulletin 97-30	<a href="https://www.tsp.gov/PDF/bulletins/97-30.pdf">https://www.tsp.gov/PDF/bulletins/97-30.pdf</a>
Basic Participation (Prior to January 26, 2005)	TSP Bulletin 01-4	<a href="https://www.tsp.gov/PDF/bulletins/01-4.pdf">https://www.tsp.gov/PDF/bulletins/01-4.pdf</a>
Participation in the TSP (Issued January 26, 2005)	TSP Bulletin 05-2	<a href="https://www.tsp.gov/PDF/bulletins/05-2.pdf">https://www.tsp.gov/PDF/bulletins/05-2.pdf</a>
Link to Account Access	TSP Website	<a href="http://www.tsp.gov/account/index.html">http://www.tsp.gov/account/index.html</a>
Elimination of Percentage Restrictions on Employee Contributions to the Thrift Savings Plan	TSP Bulletin 05-10	<a href="https://www.tsp.gov/PDF/bulletins/05-17.pdf">https://www.tsp.gov/PDF/bulletins/05-17.pdf</a>

# **Definitions**

## **Thrift Savings Plan Status Codes**

H.R. 1256, which includes the Thrift Savings Plan Enhancement Act of 2009, passed the U.S. Senate on June 11, 2009, and the U.S. House of Representatives on June 12, 2009, and signed by President Obama on June 22, 2009.

All employees newly hired or rehired after the Act is signed should be coded as immediately eligible for agency contributions. New or reinstated employees who do not make an election at the time of hire will be automatically enrolled in 3% of basic pay.

The existing status codes to be used:

“A” or automatically enrolled. (Effective August 1, 2010) Agencies assign this code to new or reinstated employees who do not make an election in the TSP. Deduct three percent (3%) of the employees’ basic pay. Once enrolled, the normal TSP contribution rules apply. That is, they can make elections to change or stop their contributions at any time; if they take a financial hardship in-service withdrawal, their employee contributions and associated matching contributions must stop for six months, etc. Employees who are on the agencies’ rolls prior to the program’s implementation and who are not contributing to the TSP will not be automatically enrolled.

“E” or eligible to enroll. (Effective until August 1, 2010 – Use of this code has changed over the years and use in any history actions must be discussed with CHRISBENEFITS staff) Agencies assign this status code to FERS employees who must receive Agency Automatic (1%) Contributions or CSRS employees who have not made TSP contribution elections. This code will be used for employees who transfer with the code in place on or after August 1, 2010 and for employees that were eligible to participate in the TSP but did not make an election prior to August 1, 2010.

“Y” or yes contributing. Agencies assign this status code to employees who are contributing to the TSP. The TSP status date of an employee coded “Y” (yes, contributing) is the effective date of the employee’s first contribution election date following a non-contribution period. The status date does not change if the employee submits a subsequent election to change the amount of his or her contributions.

“T” or terminated contributions. Assign this status code to employees who either elect to terminate their contributions or are required to terminate their contributions because they made an In-Service Withdrawal. Terminations due to an In-Service Withdrawal will be entered by the CHRISBENEFITS staff.

**NOTE: The TSP Status Date changes ONLY when the TSP Status Code changes.**

# **Definitions (cont.)**

## **Thrift Savings Plan Dates**

### **Effective Date**

An Effective Date is determined using one of the possibilities below:

- The first day of the pay period in which the employee turns in an election form or at the time of EOD.
- All elections after EOD are to be done in ESS and the Effective Date will be automatically set.
- If the employee's EOD is other than the first day of the pay period and the employee makes an election at the time of EOD, the election is effective the Effective Date of the HIRE action.
- If the employee is converted to a position that is covered by a retirement system from a position that was FICA Only or None (and was on DOE rolls) on a day other than the first day of the pay period, then the Effective Date is the date of the conversion. At the time of the conversion an email must be sent to [CHRISBENEFITS@hq.doe.gov](mailto:CHRISBENEFITS@hq.doe.gov) so the election may be monitored by DFAS.

### **Status Date**

This date will be set when the Status Code changes and follows the same possibilities as the Effective Date listed above. This date is now critical based on the Auto Enrollment guidance in TSP Bulletin 10-3 "Implementation of Auto Enrollment in the Thrift Savings Plan."

### **Basic/Matching Elig Date**

This date will only be used in history rows and will be blank after 07/05/2009. Contact CHRISBENEFITS @hq.doe.gov for guidance on using this date for history rows.

# Election Entry

## New Hire Entry

**EVERY** new employee eligible for a retirement system (FICA Only or None are excluded) **MUST** have a TSP transaction at the time the HIRE action is entered into PeopleSoft. Should a new or re-instated employee not make an election at the time of EOD, the status code “A” should be used. When the employee makes an election, a new row is entered and the “Y” status code selected.

Retirement codes “FICA Only” or “None” currently require no transactions.

### **New to Federal Service and Has Not Made an Election**

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Do NOT add a new row as this should be the top row**
4. **Enter Effective Date**
5. **Select/Confirm Status Code “A”**
6. **Enter Before Tax Investment as a Percent of Gross = 3%**
7. **Enter/Confirm Status Date (Same as Effective/EOD Date)**
8. **Enter any comments relevant to the election**
9. **Click SAVE**

### **Converted to a Retirement Covered Position From a Non-Covered Position and Has Not Made an Election**

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Add a new row only if there is an election in the record**
4. **Enter Effective Date**
5. **Select/Confirm Status Code “A”**
6. **Enter Before Tax Investment as a Percent of Gross = 3%**
7. **Enter/Confirm Status Date (Same as Effective/Conversion Date)**
8. **Enter any comments relevant to the election**
9. **Click SAVE**

## **New to Federal Service or Converted to a Retirement Covered Position From a Non-Covered Position and Has Made an Election**

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Add a new row only if there is an election in the record
4. Enter Effective Date
5. Select Status Code "Y"
6. Enter/Confirm Status Date (Same as Effective/EOD Date)
7. Enter Before Tax Investment by selecting either Flat Amount or the Percent of Gross radio button (if appropriate)
8. Enter either whole dollar amount or percentage
9. Enter any comments relevant to the election
10. Click SAVE

## **Transfer Entry**

### **Transfer from Another Agency/Never a DOE Employee**

**Note:** Transfer employees must not only have a row entry at EOD, but must have their TSP SCD reviewed/adjusted and entered at the time of EOD for FERS employees. No dates may be entered that are prior to the TSP SCD.

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Do **NOT** add a new row as this should be the top row
4. Enter Effective Date
5. Select Status Code from the transfer information
6. Enter Status Date from the transfer information
7. Enter Before-Tax Investment by selecting either Flat Amount or the Percent of Gross radio button (if appropriate)
8. Enter either whole dollar amount or percentage (if appropriate)
9. Enter any comments relevant to the election
10. Click SAVE



## **Transfer from Another Agency/Was a DOE Employee**

**Note:** Transfer employees must not only have a row entry at EOD, but must have their TSP SCD reviewed/adjusted and entered at the time of EOD for FERS employees. No dates may be entered that are prior to the TSP SCD.

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Insert a row (+) on Coverage panel**
4. **Enter Effective Date**
5. **Select Status Code from the transfer information**
6. **Enter Status Date from the transfer information**
7. **Enter Before-Tax Investment by selecting either Flat Amount or the Percent of Gross radio button (if appropriate)**
8. **Enter either whole dollar amount or percentage (if appropriate)**
9. **Required Comment: Rehire with prior DOE service. Enter any other comments relevant to the election**
10. **Click SAVE**

## **Reinstatement Entry**

**Note:** When an election is entered for a reinstated employee, notify CHRISBENEFITS@hq.doe.gov. The election can then be monitored by DFAS. Reinstated employees must not only have a row entry at EOD, but must have their TSP SCD reviewed/adjusted and entered at the time of EOD for FERS employees. No dates may be entered that are prior to the TSP SCD.

## **Reinstatement and Has Not Made an Election and Was a DOE Employee**

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Insert a row (+) on Coverage panel**
4. **Enter Effective Date**
5. **Select/Confirm Status Code "A"**
6. **Enter Before Tax Investment as a Percent of Gross = 3%**
7. **Enter/Confirm Status Date**
8. **Enter Before Tax Investment as a Percent of Gross = 3%**
9. **Required Comment: Rehire with prior DOE service. Enter any other comments relevant to the election**
10. **Click SAVE**

## **Reinstatement and Has Made an Election and WAS a DOE Employee**

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Insert a row (+) on Coverage panel
4. Enter Effective Date
5. Enter Status Code "Y"
6. Enter/Confirm Status Date (Same as Effective/EOD Date)
7. Enter Before-Tax Investment by selecting either Flat Amount or the Percent of Gross radio button (if appropriate)
8. Enter either whole dollar amount or percentage
9. **Required** Comment: Rehire with prior DOE service. Enter any other comments relevant to the election
10. Click SAVE

## **Reinstatement and Has Not Made an Election and Was NOT a DOE Employee**

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Insert a row (+) on Coverage panel
4. Enter Effective Date
5. Select/Confirm Status Code "A"
6. Enter Before Tax Investment as a Percent of Gross = 3%
7. Enter/Confirm Status Date
8. **Required** Comment: Rehire with no prior DOE service. Enter any other comments relevant to the election
9. Click SAVE

## **Reinstatement and Has Made an Election and Was NOT a DOE Employee**

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Do **NOT** add a new row as this should be the top row
4. Enter Effective Date
5. Enter Status Code “Y”
6. Enter/Confirm Status Date (Same as Effective/EOD Date)
7. Enter Before-Tax Investment by selecting either Flat Amount or the Percent of Gross radio button (if appropriate)
8. Enter either whole dollar amount or percentage
9. **Required** Comment: Rehire with no prior DOE service. Enter any other comments relevant to the election
10. Click SAVE

## **Change in Election**

### **Change in Election Amount – Currently Contributing**

Benefits > Enroll in Benefits > Savings Plans

1. Select Employee
2. Verify Plan Type 42 is displayed
3. Insert a row (+) on Coverage panel
4. Enter Effective Date
5. Confirm Status Code remains “Y”
6. Tab through Status Date
7. Enter Before-Tax Investment by selecting either Flat Amount or Percent of Gross radio button
8. Enter either whole dollar amount or percentage
9. Enter any comments relevant to the election
10. Click SAVE

## **Change in Election Amount – NOT Currently Contributing**

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Insert a row (+) on Coverage panel**
4. **Enter Effective Date**
5. **Select Status Code “Y”**
6. **Enter Before-Tax Investment by selecting either Flat Amount or Percent of Gross radio button**
7. **Enter either whole dollar amount or percentage**
8. **Enter any comments relevant to the election**
9. **Click SAVE**

## **Restart Election After In-Service Withdrawal**

To restart after a Hardship In-Service Withdrawal, employees will receive a letter from TSP indicating that they may again start to contribute after a specified date. Employees must complete and submit a TSP-1 Election Form.

**NOTE:** To assist in the determination of the Effective Date send an email to [CHRISBENEFITS@hq.doe.gov](mailto:CHRISBENEFITS@hq.doe.gov) with the date specified in the letter so that assistance can be provided on setting the Effective Date.

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Insert a row (+) on Coverage panel**
4. **Enter Effective Date**
5. **Select Status Code “Y”**
6. **Confirm Status Code changes to the Effective Date of the election**
7. **Enter Before-Tax Investment by selecting either Flat Amount or Percent of Gross radio button**
8. **Enter either whole dollar amount or percentage**
9. **Required Comment: Restart after an In-service Withdrawal non-contribution period. Enter any other comments relevant to the election**
10. **Click SAVE**

## Terminate Election

**Note:** Terminations must be done in ESS unless there is no access to ESS.

Benefits > Enroll in Benefits > Savings Plans

1. **Select Employee**
2. **Verify Plan Type 42 is displayed**
3. **Insert a row (+) on Coverage panel**
4. **Enter Effective Date**
5. **Select Status Code "T"**
6. **Confirm that the Status Code changes to the Effective Date**
7. **Delete the Before-Tax Investment Amount**
8. **Enter any comments relevant to the election**
9. **Click SAVE**

## Corrections to TSP Elections

Corrections required to any election entered into PeopleSoft must be requested in writing to CHRISBENEFITS@hq.doe.gov and follow the instructions below.

- Employee Name and Employee ID noted first in the subject line
- The request must **NEVER** contain the SSN or Date of Birth of any employee
- Attachments to the request are rare and if required will be requested. If they contain the SSN or Date of Birth of any employee, CHRISBENEFITS staff will advise on how they are to be transmitted. Any attachment received within and email by CHRISBENEFITS without encryption (if required) will be reported as a security incident.